

Grand Rapids Community College Written Public Summary of its Freedom of Information Act Procedures and Guidelines

A. How to submit written requests.

FOIA requests to Grand Rapids Community College (GRCC) can be sent by email or mail to:

Email: foia@grcc.edu

Grand Rapids Community College
Attn: FOIA Coordinator
143 Bostwick Avenue, NE
Grand Rapids, Michigan 49503-3295

Requests should include a name, phone number, and mailing address, and a written request that describes a public record sufficiently to enable GRCC to find the public record.

B. How to understand the Department's written responses to FOIA requests.

GRCC has several options when responding to written requests for public records. Within five (5) business days after receiving a FOIA request, GRCC will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. GRCC will respond to a FOIA request in one (1) of the following ways:

1. Grant the request
2. issue a written notice denying the request
3. Grant the request in part and issue a written notice denying the request in part
4. Issue a notice indicating that due to the nature of the request; GRCC needs up to an additional ten (10) business days to respond. Only one (1) such extension is permitted
5. Issue a written notice indicating that the public record(s) requested is publicly available at no charge on GRCC's website

If the request is granted or granted in part and denied in part, GRCC can also charge a fee to process the request. The FOIA permits GRCC to charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt and nonexempt material, but only if the failure to charge a fee would result in unreasonably high costs to GRCC because of the nature of the request in the particular instance, and GRCC specifically identifies the nature of these unreasonably high costs. Fees will be uniform and will be calculated and itemized using a detailed calculation form. There are no fees charged for requests that do not require GRCC to incur costs above the threshold set in its Procedures and Guidelines.

If the request is denied, GRCC will inform the requester of the basis for its denial in a written notice. Reasons GRCC may deny a request include:

1. The requester did not describe a public record sufficiently to enable GRCC to find the public record;
2. GRCC has determined that it does not have records in its possession that respond to the request; or
3. The records requested are exempt from public disclosure.

C. Fee calculations.

The FOIA permits Grand Rapids Community College to charge a fee to process FOIA requests. Fees will be uniform and not dependent on the identity of the requesting person. Fees will be itemized using a detailed itemization form. GRCC may charge for the following:

1. the costs of labor for the search, location, and examination of public records;
2. the costs of labor for the review of public records and separation and deletion of exempt from nonexempt material;
3. the costs of non-paper physical media;
4. the costs of duplication and publication of public records;
5. the costs of labor for the duplication or publication of public records;
6. the actual cost of mailing public records.

D. Deposit requirements.

If GRCC estimates a fee to process a FOIA request greater than fifty dollars (\$50.00), GRCC will require a good-faith deposit from the requester before providing the public records to the requester. The deposit shall not exceed one half (1/2) of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best effort estimate by GRCC regarding the time frame after a deposit is received that it will take GRCC to provide the public records to the requester. The time frame estimate is not binding upon GRCC but GRCC shall provide the estimate in good faith and strive to be reasonably accurate. GRCC shall provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance.

E. Avenues for challenge and appeal.

If GRCC charges a fee or denies all or part of a request, the requester may submit to the President of GRCC a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the disclosure determination should be reversed. Written appeals may be sent to the email address or mailing address listed above and they will be forwarded to the President of GRCC.